

Memorandum

TO : Chief, Administrative Staff

DATE: 2 July 1963

FROM : Chief, Records & Services Branch

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESS

a. Vital Records

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On 19 June 1963 the Chief, Depot Stock Control Branch, accompanied the Logistics Records Management Officer [REDACTED] to review the Supply Division vital records.

In addition to the vital records check, he was briefed on the operation of the Records Center and apprised of the acute space problem in the storage of retired records.

b. Retirement of Voucher Files

The above briefing led to a discussion on the retirement of Logistics voucher files. Since the voucher number assigned by DSCB is used in all transactions emanating from the basic requisition, the possibility of retiring one master voucher file encompassing the supply, procurement, and transportation documentation will be investigated.

2. ITEMS OF GENERAL INTEREST

Motorized Filing Equipment

A representative from the CIA Records Administration Office arranged for demonstrations of motorized filing equipment for the Logistics Area Records Officer and DSCB/SD personnel. It was agreed that installation of four units (for current fiscal year files only) in the vault [REDACTED] would expedite voucher file servicing, afford greater utilization of existing space, and increase control over charge-out of the jackets. A requisition was submitted requesting procurement of Diebold units.

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